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Office Memorandum • UNITED STATES GOVERNMENT

AR-D-0584

TO : DD/A

DATE: 26 March 1952

FROM : Security Officer, CIA

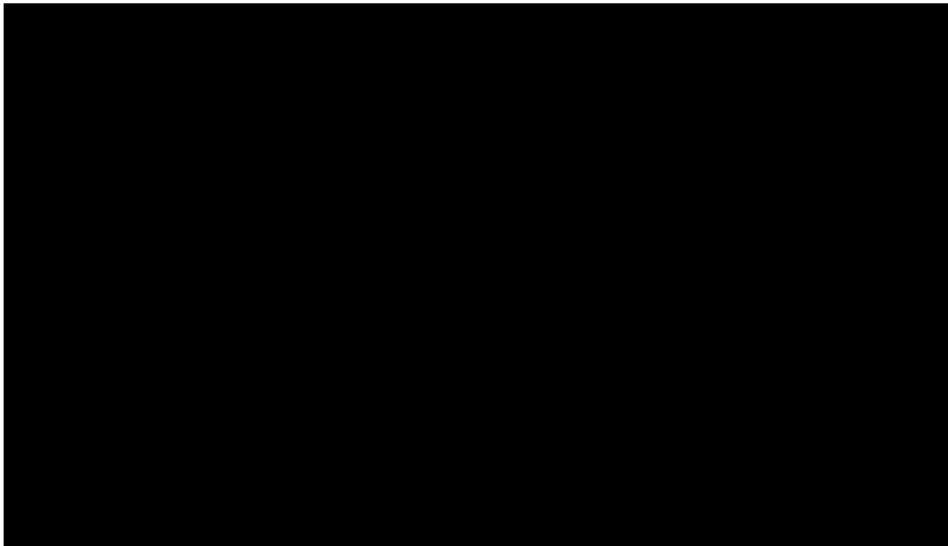
SUBJECT: Requests for Administrative Support
By Field Offices of I&SO

On Friday, 14 March 1952, the Special Agents in Charge of our Special Security Division Field Offices met with the D/CI, at which time he told them to make known any items of administrative support which they needed to insure the efficient operation of their offices. Following this statement by the D/CI, the Special Agents in Charge expressed themselves as desirous of the following:

1. Clerical employees: they desired more clerical employees and some higher GS grades in order to help attract them on a career basis.

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Date: 13 Nov 78
By: AK

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8. One or more parking spaces (not garage space) for official cars in the immediate vicinity of our two offices in the Washington, D. C. area.

In connection with Item 1 above, I feel I should point out that at the present time each of our Field Offices has one GS-7 position for clerical employees which is occupied in each instance by the Chief Clerk of the particular office. Also, most offices have one GS-6 position which is occupied by the Assistant


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Chief Clerk. There are no other clerical positions above grade GS-5. I would like to suggest that consideration be given to providing a GS-6 position for the Secretary to each Special Agent in Charge. I believe that the duties of this latter position will adequately justify reclassification to grade GS-6, and that such reclassification will provide incentive for career employment. This matter will be discussed with appropriate Administrative and Personnel officials.

Steps are being taken to appropriately implement the requests in Items 2 through 7 inclusive.

A solution to Item 8 has not been found.

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SHEPHERD EDWARDS
Colonel, GSC